

# **Subcontractor Insurance Documentation Requirement**

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

As part of our contractual obligations and commitment to safety and compliance, we require all subcontractors to provide proof of insurance coverage prior to commencing work on our project.

## **Required Insurance Coverage:**

- General Liability Insurance: Minimum coverage of [\$Amount]
- Workers' Compensation Insurance: As per statutory requirements
- Automobile Liability Insurance: Minimum coverage of [\$Amount]
- Professional Liability Insurance (if applicable): Minimum coverage of [\$Amount]

Please provide the following documentation:

1. Certificate of Insurance (COI)
2. Additional Insured Endorsement
3. Proof of Workers' Compensation coverage

All documentation must be submitted no later than [Insert Deadline] to ensure that there are no delays in our project timeline.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]